



INFORMATION FOR APPLICANTS



GENERAL BACKGROUND



Wollondilly is a co-educational Anglican College operated under the auspices of the Sydney Anglican Schools Corporation and governed by a College Council. In 2004, 136 students were enrolled on day 1 from Years K-7. The College rapidly began to enjoy a reputation in the local community as a preferred institution of excellence in academic, sport, creative and pastoral areas. Growth currently continues to exceed expectations. In 2020, the College has a student population of approximately 1100 students from Transition to Year 12. It has consistently been one of the fastest growing independent schools in New South Wales.

EDUCATIONAL PHILOSOPHY

Wollondilly Anglican College is founded on a Christian philosophy of education and is strongly supported by local congregations. Staff, likewise, have a commitment to actively supporting local churches.

The College is renowned as a Christ centered, disciplined learning environment where meeting the academic, spiritual, social, creative, physical and pastoral needs of students, staff and the College community is both a central feature and continuing priority. It will remain as accessible, Anglican, T-12, co-educational and comprehensive.

A strong focus on pastoral care at the College serves to build, reflect and support a sense of family. Discipline problems are minimised by a proactive focus on developing a sense of self worth and respect for others, enabling each student to proactively engage life and the workforce with confidence, rather than respond defensively to situations and events.



The learning environment emphasises the technological and research skills necessary for information gathering and promoting a love of learning. Curriculum determination, assessment and reporting policies are reflective of the abilities of the students, the expectations of the College community, the parameters determined by the NESA and consideration of the balance between predetermined funding constraints with the provision and continuance of diverse alternatives. Whilst pursuit of excellence is determined for each student according to his or her own God given gifts, the College also has a strong focus on academic results. Students have achieved National and International recognition in Academic disciplines, the Creative and Performing Arts and Sport.

Parental and staff involvement in fundraising and working bees is encouraged by an active P&F. A regular system of open communication has been established, including a student diary, weekly newsletter and parent information evenings. The College is an integral part of the local community through the initiation and nurture of strong links with the media, business leaders, political representatives, local and regional Anglican churches, churches of other denominations and community organisations.

COLLEGE STRUCTURE

The College Headmaster is supported by the Deputy Headmaster in the leadership and management of Teaching and Learning, Pastoral Care, Professional Development and Administration.

TEACHING & LEARNING

Secondary Years

The Secondary Director of Teaching and Learning is supported by Faculty Coordinators and specialist Teaching and Learning staff in an endeavour to deliver a high-quality education.

Primary Years

The Primary Director of Teaching and Learning, is supported by specialist staff and classroom teachers in an endeavour to deliver high quality education.

PASTORAL CARE

The Director of Pastoral Care T–12 has an overview of Student Leadership, Discipline, Merit Schemes, Camping and associated programs. He is ably assisted by Senior Years (9-12) Pastoral Care Coordinator, Middle Years (5–8) Pastoral Care Coordinator and Junior Years (T–4) Pastoral Care Coordinator.



LOCATION & BUILDINGS

The College consists of spacious permanent buildings set in natural bushland on the western side of Remembrance Drive between Tahmoor and Bargo. Rooms are purpose-built and air-conditioned. There are no portable/temporary classrooms.

There are currently seven Libraries in addition to designated faculty buildings. A separate semi-university style Senior Precinct caters for the Collegiate years (11 and 12).



APPLICATIONS

Child Protection Legislation requires the successful applicant to provide a Working With Children Check number and consent to a Working with Children Check process.

Applications should be submitted with:

- A completed "Application for Employment".
- A copy of your Curriculum Vitae (CV)
- Contact details for three supporting referees (eg character, Church, Professional)

Applications should be addressed to:

The Headmaster
Wollondilly Anglican College
Locked Bag 1011
TAHMOOR NSW 2573



Or by email to employment@wac.nsw.edu.au (most important - please scan and email documents as one PDF)

Please click the link below to view the current privacy policy:

<https://www.tasc.nsw.edu.au/resources/PDFs/Policies/5.%20Administration%20and%20Risk%20Management/Privacy%20Policy%20200623.pdf>

APPLICATION FOR EMPLOYMENT AS A TEACHER

**Independent Schools NSW/ACT Standards Model
(Teachers)
Multi-Enterprise Agreement 2017**

1. SCHOOL AND POSITION

Position of:

Casual Teacher

Name of School:

Wollondilly Anglican College

Primary

Secondary

Permanent

Temporary

Full-time

Part-time

Casual

2. PERSONAL DETAILS

Surname:

Given name/s:

Title:

Date of birth:

Sex:

Former names (if applicable):

Permanent address:

Postcode:

Address for correspondence:

(if different from above)

Postcode:

Telephone numbers:

Private:

Work:

Mobile:

Email:

Country of Citizenship:

Australian Resident:

YES

NO

If NO, please attach a copy of Working VISA

Church currently attending:

How long:

WWCC Clearance Number:

WWCC Expiry Date:

WWCC Verification Date:

Office Use Only

3. EDUCATION**SECONDARY EDUCATION**

Highest Award	School Attended	Year of Award

TERTIARY EDUCATION (including current incomplete courses):

Name and Location of Institution	Years of Attendance	Award Conferred	Date Conferred

TEACHING QUALIFICATION - I am qualified to teach:

Infants Primary

Secondary – Teaching Subjects:

SIGNIFICANT, RECENT & RELEVANT PROFESSIONAL DEVELOPMENT (in general, within the last 5 years):

Name and Location of Institution	Years of Attendance	Award Conferred (if applicable)	Date Conferred

4. EMPLOYMENT HISTORY

PRESENT EMPLOYMENT:

Name of Employer:

Address of Employer:

Postcode:

Name of Manager:

Commencement Date:

Current Position:

Other Position(s) Held with Present Employer:

Current Salary:

PAST EMPLOYMENT: (in reverse order from most recent employer)

From	To	Name and Address of Employment	Full-Time/Part-Time/Casual	Years Completed*

* Where part-time teaching is listed, please note your FTE load.

* Part-time and casual teaching will only be included in calculation of service where appropriate evidence is supplied.

Teacher Classification as at 31 December 2010 (eg ST1, Step 6):

Independent Schools Teacher Accreditation Authority (ISTAA) status (as applicable):

Year in which ISTAA status conferred (as applicable):

5. TEACHER ACCREDITATION (under the *Institute of Teachers Act 2004*)

New scheme teachers -- including newly graduated teachers, interstate and overseas teachers -- intending to teach for the first time in NSW from 1 October 2004 must meet requirements of Board of Studies Training and Education Standards (BOSTES). In addition, qualified teachers returning to teaching in NSW after an absence of five or more years (also deemed new scheme teachers) must meet the requirements of BOSTES. Further information is available from the website: www.nswteachers.nsw.edu.au

Are you accredited with BOSTES?

Yes

No

If yes, please provide your accreditation number:

If yes, please provide your accreditation level:

If yes, please identify the Teacher Accreditation Authority:

If you cannot provide an accreditation number please indicate the reason below:

I was qualified and teaching (NSW Board of Studies subjects) in NSW,
at some time during the five years before 1 October 2004

My application is now with BOSTES

6. EMPLOYMENT SCREENING

Teaching positions are child-related employment. Child protection legislation requires preferred applicants to be subject to employment screening.

Have you ever had your registration, licensing, or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn in Australia or any other country?

Yes

No

Have you ever been refused registration, accreditation, licensing, or classification as a teacher in Australia or any other country?

Yes

No

Have you ever been dismissed or asked to resign as a teacher in Australia or any other country?

Yes

No

Have you ever (or are you currently) the subject of disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment in Australia or any other country?

Yes

No

Have you ever been convicted of an offence carrying a penalty of imprisonment?

Yes

No

If you have answered Yes to any of the above questions, please attach details.

7. DECLARATION

Do you have any illness/injury/health problem that may render you unable to carry out the inherent requirements of the position?

 Yes

 No

If you have answered Yes to the above question, please attach details.

I certify that the information provided by me in this application form is complete and correct in every detail, and I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or the termination of any employment that may be offered.

APPLICANT'S SIGNATURE

DATE

8. ATTACHMENTS

Listed below are documents relevant to your application. Please submit copies that have been verified as true copies of the original by either a Justice of the Peace or a Solicitor.

Please note that copies are required of all applicable documents. Please tick where attached.

- 1. '100 point' proof of identity (e.g. passport, birth certificate & licence/Medicare card)
- 2. Proof of citizenship / Australian residency (e.g. birth certificate, passport, visa)
- 3. University or College final transcript of academic results indicating eligibility for Award
- 4. Teaching Qualification
- 5. Other Degrees, Diplomas or Certificates including First-Aid Certificate (if applicable)
- 6. Statement(s) of service showing:
 - a) commencement dates
 - b) termination dates
 - c) whether service was full-time or part-time or casual
 - d) for part-time or casual service, details of hours/days worked
- 7. Evidence of teacher classification as at 31 December 2010
- 8. Evidence of ISTAA accreditation
- 9. Working with Children Check Clearance number
- 10. Details of any relevant employment screening matter
- 11. Details of any relevant illness/injury
- 12. Copy of Working VISA if applicable
- Please return my documents, as appropriate, if my application is unsuccessful***

How did you hear about this position? (Please specify): _____



PERSONAL DETAILS FORM

Completed form to be emailed to:
pays@sasc.nsw.edu.au

1. SCHOOL DETAILS

Name of School:

2. EMPLOYEE DETAILS

P.I.N:

Title: Surname:

Given name/s:

Address:

Suburb:

Postcode:

Home Phone:

Mobile:

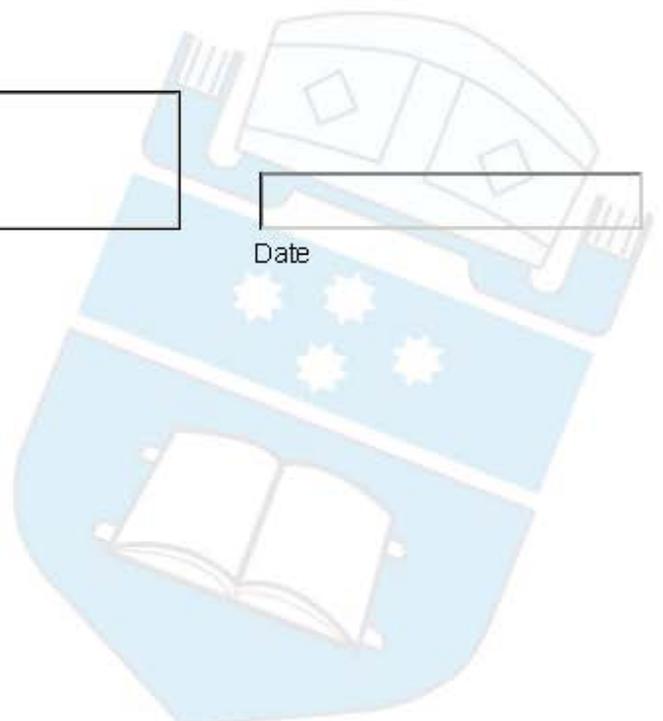
Work Phone:

Work Email Address:

Home Email Address:

Signature of Employee

Date



Tax file number declaration

Information you provide in this declaration will allow your payer to work out how much tax to withhold from payments made to you.

You need to provide all information requested on this form. Providing the wrong information may lead to incorrect amounts of tax being withheld from payments made to you.

! TERMS WE USE

When we say:

- **payer**, we mean the business or individual making payments under the pay as you go (PAYG) withholding system.
- **payee**, we mean the individual being paid.

WHEN SHOULD YOU USE THIS FORM?

You should complete this form before you start to receive payments from a new payer. For example, when you receive:

- payments for work and services as an employee, company director or office holder
- payments under return-to-work schemes, labour hire arrangements or other specified payments
- benefit and compensation payments
- superannuation benefits.

! You do not need to complete this form if you:

- are a beneficiary wanting to provide your tax file number (TFN) to the trustee of a closely held trust. For more information, visit ato.gov.au/trustsandtfnwithholding
- have reached 60 years of age and started a super benefit that does not include an untaxed element for that benefit.

WHAT IF YOU HAVE LOST YOUR TFN?

If you have lost your TFN or are not sure you have one, check all your correspondence from us, such as your income tax notice of assessment, as well as any payment summaries issued to you by a payer. If you use a registered tax agent, they may also be able to tell you your TFN.

➤ If you still can't find your TFN, you can phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

If you phone, we need to know we're talking to the right person before we can discuss your tax affairs. We'll ask for details only you, or someone you've authorised, would know. An authorised contact is someone you've previously told us can act on your behalf.

DO YOU NEED TO APPLY FOR A TFN?

If you don't have a TFN and want to provide a TFN to your payer, you will need to apply for one.

For more information about applying for a TFN, visit ato.gov.au/tfn

OTHER FORMS YOU MAY ALSO NEED TO COMPLETE

In addition to this TFN declaration, you may also need to complete and give your payer the following forms:

- *Withholding declaration* (NAT 3093) if you want to
 - claim entitlement to the seniors and pensioners tax offset (question 9) or other tax offsets (question 10)
 - advise your payer to adjust the amount withheld from payments made to you
 - change information you previously provided in a TFN declaration.



- *Medicare levy variation declaration* (NAT 0929) if you qualify for a reduced rate of Medicare levy or are liable for the Medicare levy surcharge. You can vary the amount your payer withholds from your payments (see 'More information' on page 4).
- *Standard choice form* (NAT 13080) to choose a super fund for your employer to pay super contributions to. Information about your existing super accounts is available on our website at ato.gov.au/superseeker to help you complete this form.

For copies of these forms, see 'More information' on page 4.

SECTION A: TO BE COMPLETED BY THE PAYEE

Question 1

What is your tax file number (TFN)?

This question asks you to quote your TFN. If you need to find your TFN, refer to 'What if you have lost your TFN?' on page 1.

 We and your payer are authorised by the *Taxation Administration Act 1953* (TAA 1953) to ask for your TFN. It is not an offence not to quote your TFN. However, quoting your TFN reduces the risk of administrative errors and having extra tax withheld. Your payer is required to withhold the highest rate of tax plus the Medicare levy (or the highest rate of tax if you are not an Australian resident for tax purposes) from all payments made to you if you do not provide your TFN or claim an exemption from quoting your TFN.

You may claim an exemption from quoting your TFN.

Print in the appropriate box if you:

- have lodged a TFN application form or made an enquiry to obtain your TFN. You now have 28 days to provide your TFN to your payer, who must withhold at the standard rate during this time. After 28 days, if you have not given your TFN to your payer, they will withhold the highest rate of tax plus the Medicare levy (or the highest rate of tax if you are not an Australian resident for tax purposes) from future payments
- are claiming an exemption from quoting a TFN because you are under 18 years of age and do not earn enough to pay tax, or you are an applicant or recipient of certain pensions, benefits or allowances from the
 - Department of Human Services – however, you will need to quote your TFN if you receive a Newstart, Youth or sickness allowance, or an Austudy or parenting payment
 - Department of Veterans' Affairs – a service pension under the *Veterans' Entitlement Act 1986*
 - Military Rehabilitation and Compensation Commission.

Provision of your TFN to your super fund

Your payer must quote your TFN to the super fund they pay your contributions to on your behalf. If your super fund does not have your TFN, you can provide it to them. This ensures:

- your super fund can accept all types of contributions to your accounts
- additional tax will not be imposed on contributions as a result of failing to provide your TFN
- there will be no *additional* tax to be deducted when you start drawing down your super benefits
- you can trace different super accounts in your name.

Under the *Superannuation Industry (Supervision) Act 1993*, your super fund is authorised to collect your TFN, which will only be used for superannuation purposes. The trustee of your super fund may provide your TFN to another super provider if your benefits are being transferred. You may write to the trustee of your super fund and ask them not to provide your TFN to any other trustee.

Once you've quoted your TFN to one super fund, we may also provide it to another regulated super provider you have a membership with if they don't already hold your TFN. If you don't want this provider to have your TFN, you need to contact them directly and ask them not to record your TFN.

Question 6

On what basis are you paid?

Check with your payer if you are not sure.

Question 7

Are you an Australian resident for tax purposes?

Generally, we consider you to be an Australian resident for tax purposes if you:

- have always lived in Australia or you have come to Australia and now live here permanently
- are an overseas student doing a course that takes more than six months to complete
- have been in Australia continuously for six months or more and for most of that time you worked in the one job and lived in the same place
- will be or have been in Australia for more than half of the financial year (unless your usual home is overseas and you do not intend to live in Australia).

If you go overseas temporarily and do not set up a permanent home in another country, you may continue to be treated as an Australian resident for tax purposes.

The criteria we use to determine residency are not the same as used by the Department of Immigration and Citizenship, or the Department of Human Services.

FOREIGN RESIDENT TAX RATES ARE DIFFERENT

A higher rate of tax applies to foreign residents' taxable income, and foreign residents are not entitled to a tax-free threshold.

You are not entitled to claim the tax-free threshold and tax offsets if you are not an Australian resident for tax purposes. However, there is an exception with seniors and pensioners, zone or overseas forces tax offsets.

 To check your Australian residency status for tax purposes, visit ato.gov.au/residency

Answer **no** to this question if you are not an Australian resident for tax purposes. You must also answer **no** at questions 8, 9 and 10 (unless you are a foreign resident claiming a seniors and pensioners, zone or overseas forces tax offset).

Question 8

Do you want to claim the tax-free threshold from this payer?

The tax-free threshold is the amount of income you can earn each financial year that is not taxed. By claiming the threshold, you reduce the amount of tax that is withheld from your pay during the year. It is available only to people who are Australian residents for tax purposes – that is, people who answered **yes** at question 7.

 The current tax-free threshold can be found at ato.gov.au/taxfreethreshold

Answer **yes** if you want to claim the tax-free threshold, you are an Australian resident for tax purposes and one of the following applies:

- you are not currently claiming the tax-free threshold from another payer
- you are currently claiming the tax-free threshold from another payer and your total income from all sources will be less than the tax-free threshold.

Answer **no** if one of the following applies:

- you answered **no** at question 7
- you are currently claiming the tax-free threshold from another payer and your total income from all sources will be more than the tax-free threshold
- you do not want to claim the tax-free threshold.

❗ DO YOU HAVE MORE THAN ONE JOB OR PAYER?

If you are sure that your total income for the year from all sources will be less than the tax-free threshold, you can claim the threshold from all of your payers.

If your total income for the year from all sources will be more than the tax-free threshold, you can only claim the threshold from one payer at a time. Generally, you would choose the one you expect will pay you the most during the financial year.

If your circumstances change, you must advise your payers by completing a *Withholding declaration* (NAT 3093).

If you earn more than the tax-free threshold from all sources and you have claimed the tax-free threshold with more than one payer at a time, you may end up with a tax debt at the end of the financial year. To avoid having a debt, you should ask one or more of your payers to withhold additional amounts by completing a *Withholding declaration – Upwards variation* (NAT 5367).

❗ If you receive any taxable government payments or allowances, such as Newstart, Youth Allowance or Austudy payment, you are likely to be already claiming the tax-free threshold from that payment.

➤ For more information about your entitlement, which payer you should claim it from, or how to vary your withholding rate:

- visit ato.gov.au/taxfreethreshold
- refer to *When you have income from two payers* (NAT 7473) available on our website at ato.gov.au

Question 9

Do you want to claim the seniors and pensioners tax offset by reducing the amount withheld from payments made to you?

❌ CLAIM BENEFITS AND TAX OFFSETS WITH ONLY ONE PAYER

You are not entitled to reduce your withholding amounts, or claim the seniors and pensioners tax offset (SAPTO) with more than one payer at the same time.

If you receive income from more than one source and need help with this question, phone **1300 360 221** between 8.00am and 6.00pm, Monday to Friday.

How your income affects the amount of your tax offset

You must meet the eligibility conditions to receive the SAPTO. Your rebate income, not your taxable income, determines the amount, if any, of SAPTO you will receive.

Answer **yes** if you are eligible and choose to claim the SAPTO with this payer. To reduce the amount withheld from payments you receive during the year from this payer, you will also need to complete a *Withholding declaration* (NAT 3093).

Answer **no** if one of the following applies:

- you are not eligible for the SAPTO
- you are already claiming the SAPTO with another payer
- you are eligible but want to claim your entitlement to the tax offset as a lump sum in your end-of-year income tax assessment.

➤ For more information about your eligibility to claim the tax offset or rebate income, visit our website at ato.gov.au/taxoffsets

Question 10

Do you want to claim a zone, overseas forces, dependent spouse or dependent (invalid and carer) tax offset by reducing the amount withheld from payments made to you?

❌ CLAIM TAX OFFSETS WITH ONLY ONE PAYER

You are not entitled to claim tax offsets with more than one payer at the same time.

You may be eligible for one or more of the following:

- a zone tax offset if you live or work in certain remote or isolated areas of Australia
- an overseas forces tax offset if you serve overseas as a member of Australia's Defence Force or a United Nations armed force
- a dependent spouse tax offset
- a dependent (invalid and carer) tax offset.

Answer **yes** to this question if you are eligible and choose to receive tax offsets by reducing the amount withheld from payments made to you from this payer. You also need to complete a *Withholding declaration* (NAT 3093).

Answer **no** to this question if you are not eligible for the tax offsets, choose to receive any of these tax offsets as an end-of-year lump sum through the tax system, or are already claiming the offset from another payer.

❗ FOREIGN RESIDENT

If you are not an Australian resident for tax purposes, you are not entitled to claim a dependent spouse tax offset or dependent (invalid and carer) tax offset. You may be entitled to claim the zone or overseas forces tax offset.

➤ For more information about your entitlement, visit our website at ato.gov.au/taxoffsets

Question 11

(a) Do you have an accumulated Higher Education Loan Program (HELP) debt?

Answer **yes** if you have an accumulated HELP debt.

Answer **no** if you do not have an accumulated HELP debt, or you have repaid your HELP debt in full.

❗ You have a HELP debt if:

- the Australian Government lends you money under HECS-HELP, FEE-HELP, OS-HELP, VET FEE-HELP, or SA-HELP
- you have a debt from the previous Higher Education Contribution Scheme (HECS).

➤ For information about repaying your HELP debt, visit our website at ato.gov.au/higheredloans

(b) Do you have an accumulated Financial Supplement debt?

Answer **yes** if you have an accumulated Financial Supplement debt.

Answer **no** if you do not have an accumulated Financial Supplement debt, or you have repaid your Financial Supplement debt in full.

➤ For information about repaying your Financial Supplement debt, visit our website at ato.gov.au/higheredloans

Have you repaid this debt?

When you have repaid your accumulated HELP or Financial Supplement debt, you need to complete a *Withholding declaration* (NAT 3093) notifying your payer of the change in your circumstance

❗ SIGN AND DATE THE DECLARATION

Make sure you have answered all the questions in section A then sign and date the declaration. Give your completed declaration to your payer to complete section B.

SECTION B: TO BE COMPLETED BY THE PAYER

❗ Important information for payers – see the reverse side of the Payer's copy of the form.

MORE INFORMATION

Internet

- For general information about TFNs, tax and super in Australia, including how to deal with us online, visit our website at ato.gov.au
- For information about applying for a TFN on the web, visit our website at ato.gov.au/tfn

Phone

- Payee – for more information, phone **13 28 61** between 8.00am and 6.00pm, Monday to Friday. If you want to vary your rate of withholding, phone **1300 360 221** between 8.00am and 6.00pm, Monday to Friday.
- Payer – for more information, phone **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

If you phone, we need to know we're talking to the right person before we can discuss your tax affairs. We'll ask for details only you, or someone you've authorised, would know. An authorised contact is someone you've previously told us can act on your behalf.

If you do not speak English well and need help from the ATO, phone the Translating and Interpreting Service on **13 14 50**.

If you are deaf, or have a hearing or speech impairment, phone the ATO through the National Relay Service (NRS) on the numbers listed below:

- TTY users, phone **13 36 77** and ask for the ATO number you need (if you are calling from overseas, phone **+61 7 3815 7799**)
- Speak and Listen (speech-to-speech relay) users, phone **1300 555 727** and ask for the ATO number you need (if you are calling from overseas, phone **+61 7 3815 8000**)
- internet relay users, connect to the NRS on relayservice.com.au and ask for the ATO number you need.

If you would like further information about the National Relay Service, phone **1800 555 660** or email helpdesk@relayservice.com.au

Products

You can download a number of forms and publications from our website at ato.gov.au including the:

- *Withholding declaration* (NAT 3093)
- *Medicare levy variation declaration* (NAT 0929)
- *Withholding declaration – upwards variation* (NAT 5367).

Other forms and publications are also available from our shopfronts, on our website at ato.gov.au/onlineordering or by phoning **1300 720 092**.

OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at ato.gov.au or contact us.

This publication was current at **July 2013**.

PRIVACY OF INFORMATION

We are authorised by the *Income Tax Assessment Act 1936* and *Tax Administration Act 1953* to ask for information on this declaration. We need this information to help us administer those laws. If your form is incomplete, incorrect or needs checking, it may affect the amount of tax withheld from payments made to you.

Where we are authorised by law to do so, we may give this information to other government agencies. These agencies could include the Australian Federal Police, Department of Human Services, Department of Families, Housing, Community Services and Indigenous Affairs, Department of Industry, Innovation, Climate Change, Science, Research and Tertiary Education, Department of Veterans' Affairs and the Department of Education, Employment and Workplace Relations.

Only certain people and organisations can ask for your TFN, such as employers, some Australian Government agencies, super funds payers under the PAYG system, higher education and vocational education and training providers, and investment bodies.

We also provide taxpayer information to treaty partners overseas under international tax agreements with many other countries. More information about these treaties and our privacy policy is available at ato.gov.au. The policy contains important information about your privacy, including information about how you can access and seek correction of information we hold about you, how you may complain about a breach of the Australian Privacy Principles and how we will deal with any privacy complaint. If you need to contact us, see 'More information'.



BANKING DETAILS

Completed form to be emailed to:
pays@sasc.nsw.edu.au

1. SCHOOL DETAILS

Name of School:

2. EMPLOYEE DETAILS

P.I.N.:

Title: Surname:

Given name/s:

3. BANKING DETAILS

MAIN ACCOUNT

Name of Financial Institution:

Branch:

BSB Number: (6 digits)

Account Number:

Account Name:

Type of Account:

ADDITIONAL ACCOUNT

Name of Financial Institution:

Branch:

BSB Number: (6 digits)

Account Number:

Account Name:

Type of Account:

Amount:

Further changes to Banking Details can be made via Web Self Service.

Signature of Employee

Date



SUPERANNUATION OPTIONS

Completed Form to be emailed to:
pays@sasc.nsw.edu.au

1. SCHOOL DETAILS

Name of School:

2. EMPLOYEE DETAILS

P.I.N:

Title: Surname:

Given name/s:

3. SUPERANNUATION OPTIONS

Sydney Anglican Schools Superannuation Fund

Non-Government Schools Superannuation Fund NGS Member Number:

Choice of Superannuation - CHOICE FORM must be completed

NOTE: If you do not provide your Superannuation Fund details to the payroll department, your superannuation contributions will be forwarded to the default fund being the Non Government Schools Superannuation Fund.

ADDITIONAL CONTRIBUTIONS

I wish to make additional superannuation contributions after tax of

\$ per fortnight **OR** % per fortnight

I wish to make additional superannuation contributions before tax of

\$ per fortnight **OR** % per fortnight

I can only change my Superannuation Options three times a year, by completing a new form.

Signature of Employee

Date

Superannuation (super) standard choice form

WHEN TO USE THE FORM

Employers

Use this form to offer eligible employees their choice of super fund. You must fill in the details of your nominated super fund, also known as your default fund, before giving the form to employees.

Give this form to an employee when:

- you hire a new employee who is eligible to choose a super fund
- an existing eligible employee asks you for it
- you can no longer contribute to an employee's nominated super fund or it is no longer a complying fund
- you change your employer-nominated super fund and need to advise employees affected by this change.

Employees

Use this form to advise an employer of your choice of super fund.

You must provide the required information so your employer can make contributions to your nominated super fund.

ABOUT THE FORM

The *Standard choice form* has three sections:

- section A, which the employee completes by providing details of their choice of super fund, together with supporting documents.
- section B, which the employer completes by providing details of their nominated super fund (before they give the form to an employee).
- section C, which the employer completes to document the choice process for an employee.

Employers must retain the returned form as their record of the choice process. Completed forms must be retained for five years.

! Superannuation reform changes – SuperStream

SuperStream is a new standard for the way employers pay contributions and send information to super funds. This form collects information that employers will need when using SuperStream.

SECTION A: EMPLOYEE TO COMPLETE

If you choose your own super fund you will need to obtain current information from your fund to complete items 3 or 4.

Item 3

Nominating your APRA fund or RSA

Complete this item if you are nominating your own APRA fund (fund regulated by the Australian Prudential Regulation Authority) or a retirement savings account (RSA).

You must include the unique superannuation identifier (USI) provided by your fund.

You must attach a letter from the fund trustee or RSA provider confirming that the fund or RSA:

- is a complying fund or RSA, and
- will accept payments from your employer.

This letter may contain other information to help your employer make super contributions using the SuperStream standard.

Item 4

Nominating your self-managed super fund (SMSF)

Complete this item if you are nominating a self-managed super fund (SMSF).

You must include your SMSF's ABN, bank account details and electronic service address (ESA) (so the fund can receive electronic messages and payments from your employer using SuperStream).

FIND OUT MORE

ato.gov.au/SMSFSuperStream – for information about how SuperStream applies to SMSFs

If you are using an SMSF message service provider they will provide you with an electronic service address alias to include as the ESA on the form.

You must attach copies of the following documents to support your SMSF choice:

- a document confirming that the fund is regulated – this can be printed from superfundlookup.gov.au
- a letter from the trustee of the SMSF confirming that the fund will accept payments from your employer – if you are the trustee, or a director of the corporate trustee, you can confirm acceptance by placing an 'X' in the relevant box on the form.

Things you should know

- Your employer is not liable for the performance of the super fund you or they nominate
- You should not seek financial advice from your employer unless they are licensed to provide it
- Your employer is only required to accept one choice of fund from you in a 12-month period; however, they may accept more
- Your employer has two months after you return this form to them to action your request
- Any money you have in existing funds will remain there unless you arrange to transfer it (roll it over) to another fund – check the impact of any exit fees you will incur or benefits you may lose before leaving the fund (your employer cannot do this for you)
- If you quote your TFN to your employer for super purposes, they must provide it to the super fund

You may have lost super

- It is important to keep track of your super – if you've ever changed your name, address or job, you may have lost track of some of your super
- Having several super accounts could mean that fees and charges are reducing your overall super investment
- You can register for our online services and use SuperSeeker to check all your super accounts, find any lost or ATO-held super and transfer your super into one account using a simple online form

FIND OUT MORE

- ato.gov.au/superseeker
- ato.gov.au/super – for information about super or choosing a super fund
- moneysmart.gov.au (on the Australian Securities & Investment Commission [ASIC] website) – search for 'choose super fund' for tips on how to choose a fund

SECTIONS B & C: EMPLOYER TO COMPLETE

If an employee nominates their own super fund, they will provide information at section A that will assist you to prepare for, and make contributions to super funds using SuperStream.

> FIND OUT MORE

ato.gov.au/simplifyingSuperStream – for more information on SuperStream.

Section B

Complete section B before giving this form to your employee. The super fund you nominate must be authorised to offer a MySuper product. If you need to confirm your MySuper arrangements contact your default super fund.

Sign and date this section on the day you give the form to your employee.

Section C

Complete section C after your employee returns this form to you. Record the date you accept your employee's choice of fund and the date that you act on the choice. Retain the form with your records. Do not send the form to the ATO or to super funds.

> FIND OUT MORE

- ato.gov.au/employersuper – for more information on super, offering an employee a choice of fund or paying super contributions
- apra.gov.au/RSE – to find a super fund authorised to offer a MySuper product

Things you should know

- The quarterly* due dates for super contributions are:
 - 28 October
 - 28 January
 - 28 April
 - 28 July
- If you have not received an employee's completed form and a super contribution is due, you must make the payment to your nominated fund by the due date
- In the two months after you receive an employee's completed form, you can pay their super contributions to either the fund you have nominated or the fund they have nominated
- After the two-month period, you must make contribution payments to the fund the employee has nominated
- You do not have to action an employee's fund nomination if they have nominated a fund in the previous 12 months; however, you may choose to action their request

> FIND OUT MORE

- phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer
- phone our publications ordering service on **1300 720 092** for copies of our publications
- write to us at
Australian Tax Office
PO Box 3578
Albury NSW 2640

> HELP

- If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.
- If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.

* You can pay contributions more regularly than quarterly. For example, some employers pay fortnightly or monthly based on employee workplace agreements or arrangements with super funds.

OUR COMMITMENT TO YOU

We are committed to providing you with accurate, consistent and clear information to help you understand your rights and entitlements and meet your obligations.

If you follow our information in this publication and it turns out to be incorrect, or it is misleading and you make a mistake as a result, we must still apply the law correctly. If that means you owe us money, we must ask you to pay it but we will not charge you a penalty. Also, if you acted reasonably and in good faith we will not charge you interest.

If you make an honest mistake in trying to follow our information in this publication and you owe us money as a result, we will not charge you a penalty. However, we will ask you to pay the money, and we may also charge you interest. If correcting the mistake means we owe you money, we will pay it to you. We will also pay you any interest you are entitled to.

If you feel that this publication does not fully cover your circumstances, or you are unsure how it applies to you, you can seek further assistance from us.

We regularly revise our publications to take account of any changes to the law, so make sure that you have the latest information. If you are unsure, you can check for more recent information on our website at ato.gov.au or contact us.

This publication was current at **August 2014**.

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Canberra
August 2014

JS 31287



For use by employers when offering employees a choice of fund and by employees to advise their employer of their chosen fund.

Section A: Employee to complete

1 Choice of superannuation (super) fund

I request that all my future super contributions be paid to: (place an in one of the boxes below)

The APRA fund or retirement savings account (RSA) I nominate Complete items 2, 3 and 5

The self-managed super fund (SMSF) I nominate Complete items 2, 4 and 5

The super fund nominated by my employer (in section B) Complete items 2 and 5

2 Your details

Name

Employee identification number (if applicable)

Tax file number (TFN)

! You do not have to quote your TFN but if you do not provide it, your contributions may be taxed at a higher rate. Your TFN also helps you keep track of your super and allows you to make personal contributions to your fund.

3 Nominating your APRA fund or RSA

You will need current details from your APRA regulated fund or RSA to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town State/territory Postcode

Fund phone

Unique superannuation identifier (USI)

Your account name (if applicable)

Your member number (if applicable)

Required documentation

You need to attach a letter from your fund stating that they are a complying fund and that they will accept contributions from your employer. Correct information about your super fund is needed for your employer to pay super contributions.

4 Nominating your self-managed super fund (SMSF)

You will need current details from your SMSF trustee to complete this item.

Fund ABN

Fund name

Fund address

Suburb/town

State/territory

Postcode

Fund phone

Fund electronic service address (ESA)

Fund bank account

BSB code (please include all six numbers)

Account number

Required documentation

You need to attach a document confirming the SMSF is an ATO regulated super fund. You can locate and print a copy of the compliance status for your SMSF by searching using the ABN or fund name in the Super Fund Lookup service at <http://superfundlookup.gov.au/>

If you are the trustee, or a director of the corporate trustee you can confirm that your SMSF will accept contributions from your employer by making the following declaration (place an 'X' in the box below):

I am the trustee, or a director of the corporate trustee of the SMSF and I declare that the SMSF will accept contributions from my employer.

If you are not the trustee, or a director of the corporate trustee of the SMSF, then you must attach a letter from the trustee confirming that the fund will accept contributions from your employer.

5 Signature and date

If you have nominated your own fund in Item 3 or 4, check that you have attached the required documentation and then place an 'X' in the box below.

I have attached the relevant documentation.

Signature

Date

Day

Month

Year

 / /

Return the completed form to your employer as soon as possible.

Print form

Reset form

Section B: Employer to complete

You must complete this section before giving the form to an employee who is eligible to choose the super fund into which you pay their super contributions.

! Sign and date the form when you give it to your employee.

6 Your details

Business name

ABN

Signature

Date

Day Month Year
 / /

7 Your nominated super fund

If the employee does not choose their own super fund, you are required to pay super contributions on their behalf to the fund that you have nominated below:

Super fund name

Unique superannuation identifier (USI)

Phone (for the product disclosure statement for this fund)

Super fund website address

Section C: Employer to complete

! Complete this section when your employee returns the form to you with section A completed.

8 Record of choice acceptance

In the two months after you receive the form from your employee you can make super contributions to either the fund you nominated or the fund the employee nominated. After the two-month period you must make payments to the fund chosen by the employee.

! If you don't meet your obligations, including paying your employee superannuation contributions to the correct fund, you may face penalties.

Date employee's choice is received

Day Month Year
 / /

Date you act on your employee's choice

Day Month Year
 / /

! Employers must keep the completed form for their own record for five years. **Do not send it to the Australian Taxation Office, the employer's nominated fund or the employee's nominated fund.**

PRIVACY STATEMENT

The ATO does not collect this information; we provide this form as a means for employees to identify and provide necessary information to their employer. An employer is authorised to collect an employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. However, quoting a TFN reduces the risk of administrative errors and if the employee does not quote their TFN their contributions may be taxed at a higher rate. An employee can get more details regarding their privacy rights by contacting their superannuation fund.

Print form

Reset form